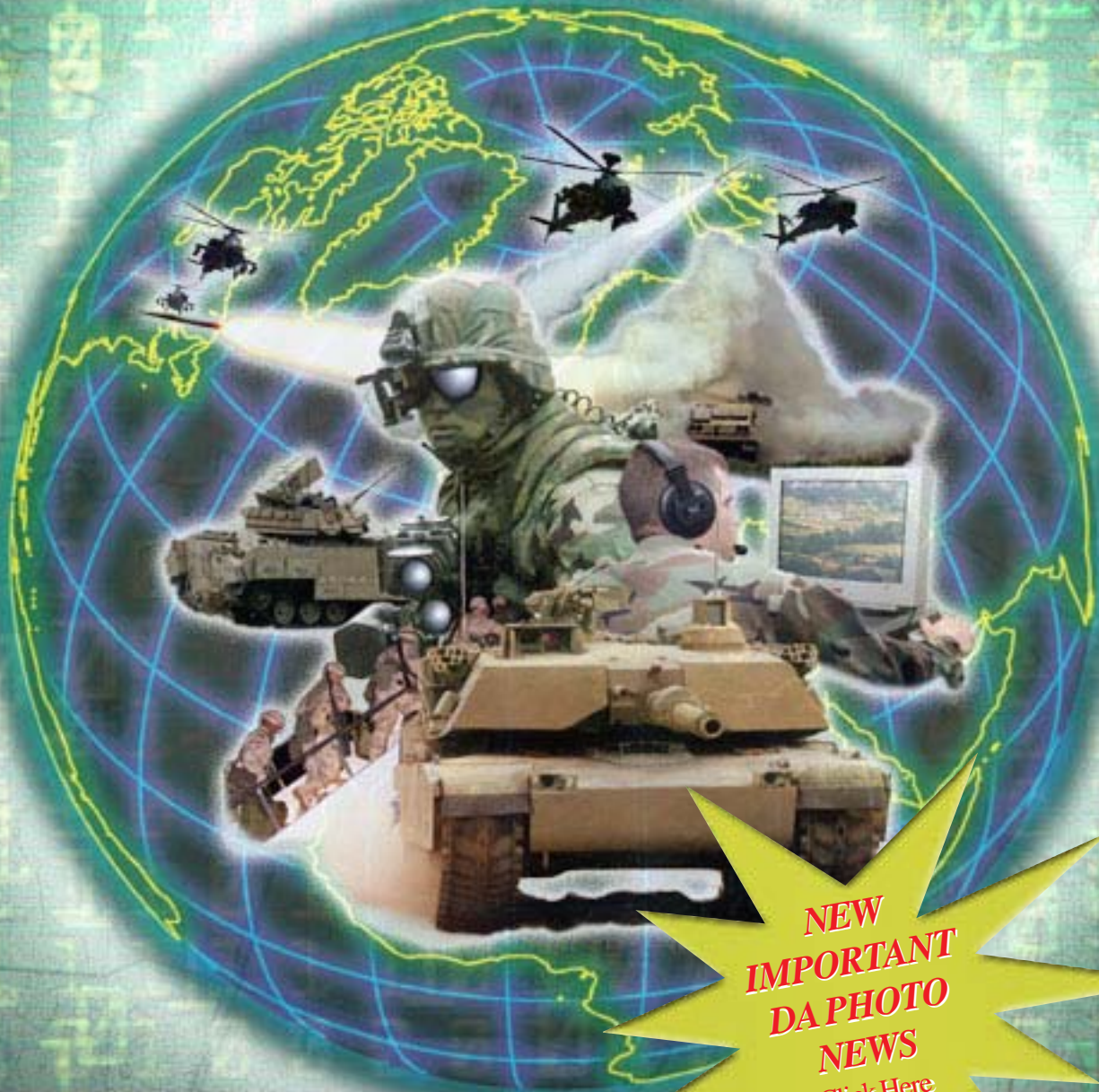




***MARCH 2003***



**NEW  
IMPORTANT  
DA PHOTO  
NEWS**  
Click Here

<http://pao.hood.army.mil/TSC>



# QUALITY

## “We Guarantee It”

**Visit Our Revised Web  
Page and New On-Line  
Catalog at:**

<http://pao.hood.army.mil/TSC>  
[http://pao.hood.army.mil/TSC/tsc\\_digital\\_catalog.htm](http://pao.hood.army.mil/TSC/tsc_digital_catalog.htm)



DEPARTMENT OF THE ARMY  
HEADQUARTERS, III CORPS & FORT HOOD  
FORT HOOD, TEXAS 76544-5056

AFZF-PTM-TS

**TSC BULLETIN**

The TSC bulletin is published for information and is not intended to be directive in nature.

Training Support Officer  
G3/PTM, Training & Support (Bldg 229)  
HQ III Corps & Fort Hood  
Fort Hood, Tx. 76544-5056

General Manager  
Johnson Controls World Services, Inc.  
P.O. Box 5338  
Fort Hood, Tx. 76544-5056

**Key Personnel**

Property Administrator (Bldg 229)  
287-5669 (DSN 737-5669)

VI Specialist/VTC (Bldg 229)  
Contract Officer's Representative (COR) 288-9652 (DSN 738-9652)

Work Reception Cust. Svc. (Bldg 229) 287-4960/3909  
(Photo Appointments) Fax # 288-7675 (DSN 738-7675)  
Email: tscwkctr@hood.army.mil

VI Customer Service Center/Training Aids Warehouse (Bldg 230) 287-3619  
(GTAs & Device Loans) Fax # 287-3936

Property Book Office (Bldg 229) 287-2669  
(Update or change account information) Fax # 287-3936  
Email: tscwkctr@hood.army.mil

Training Aids, Devices, Simulators and Simulations (Bldg 19036) 287-2488  
(TADSS) Fax # 287-1808

The Bulletin should be retained as a reference to update the Training Support Center Catalog and used in conjunction with DoD 5040.2-C (Catalog of VI Productions), DA Visual Information Distribution Bulletin, DA Pam 350-9 (Index and Description of Army Training Devices), DA Pam 25-90 (Visual Information Products Catalog) and TRADOC Pam 71-9 (Training Devices for Army wide use).



# TSC "Bulletin"

## Customer Satisfaction

### **DA PHOTOS**

Attention E6s

Be sure to get your appointment early for the upcoming E7 promotion board.

TSC operates 3 photo studios. Our doors are open from 0730-1600 to sign up for same day 'walk-in' appointment.

**Call 254-287-3909 for more details.**

### **TSC ACCOUNTS**

Signature cards on DA Form 1687 and training devices on long term loan must be updated annually.

**254-287-2669**

### **DELINQUENT ACCOUNTS**

Failure to return a borrowed training item may make your entire battalion delinquent. Avoid the hassle and return it on time!

**254-287-4593**

### **Do You Have a Comment, Complaint or Suggestion?**

Comments, complaints, or suggestions may be addressed to Mr. Robert Sandage, Deputy Project Manager, Johnson Controls, Bldg 229. You may use our "We Guarantee It" card (all TSC locations) by phone: **254-287-0506** or email on the Global Address List.

### **DA PHOTOS**

Failure to show up or cancel in advance for your scheduled appointment hurts your fellow soldiers and your unit's reputation. Be on time in the right uniform

**-Ready to Shoot-  
254-287-3909**

### **PRESENTATION SUPPORT**

AV Technicians are available for consultations to plan for successful briefings and presentations. It is always a good idea to plan ahead.

**254-287-3909**

### **SELF-HELP**

Self-Help can only provide resources for training related items produced at the Self-Help Center, using its graphic art computers and equipment. Units may not for example, bring to the center finished artwork, maps, graphics, posters, signs, markers, placards or other similar graphic art products for mounting or for lamination.

Classes are given each Tuesday at 0900, the 1st Friday and 3rd Friday of each Month at 0800. Call **254-287-3909** for an appointment.

### **TADSS**

#### **Plan, Plan, Plan!**

Turn in work orders at the TADSS Main Warehouse for faster service, Bldg. 19036 on North Avenue.

**CALL  
254-287-2488**

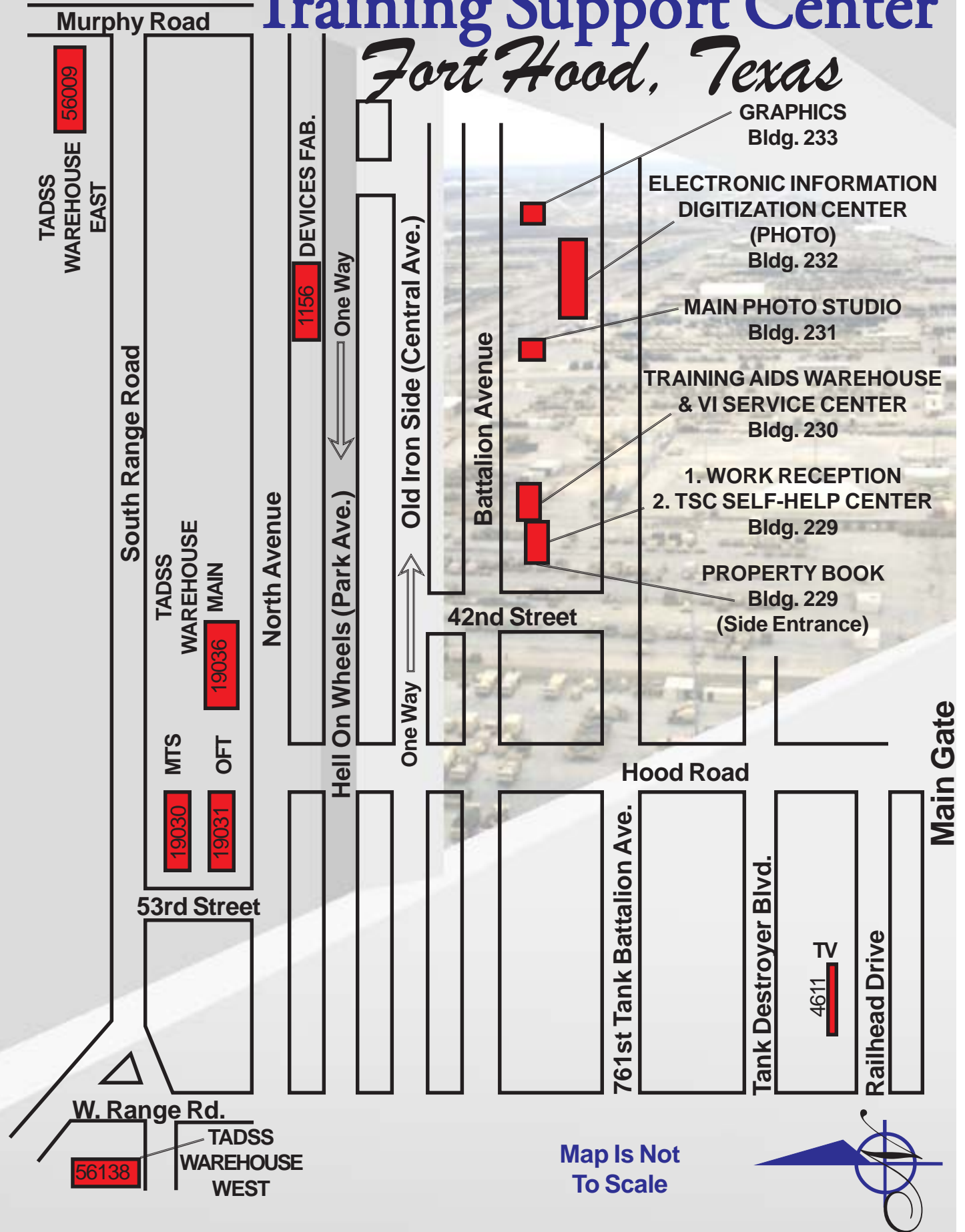
### **TV**

TSC can duplicate your training tapes in nearly any format. We also operate Channel 10 for your announcements.

**Call 254-287-3909 for more details.**

# Training Support Center

## Fort Hood, Texas






## HOW TO ACQUIRE TSC PRODUCTS & SERVICES

<b>PRODUCTION OF</b>	<b>FILL OUT</b>	<b>SUBMIT TO</b>	<b>TELEPHONE/FAX</b>	<b>COMMENTS</b>
<a href="#">GRAPHICS DEVICES TV PRODUCTION/SERVICES VIDEO/AUDIO TAPES CHAIN OF COMMAND PHOTOS PHOTO REPRODUCTION TV PUBLIC ANNOUNCEMENTS</a>	<a href="#"><u>DA FORM 3903</u></a> " " " " " " <a href="#"><u>DA FORM 3903 and FORM 8050-513</u></a>	WORK RECEPTION CENTER BLDG 229	Voice- (254) 287-3909 Fax- (254) 288-7625	<ul style="list-style-type: none"> <li>• Be sure your work orders are complete and with signature.</li> <li>• Call Work Reception to verify receipt of facsimile.</li> <li>• Plan ahead for best results.</li> </ul>
<b>SERVICES</b>	<b>FILL OUT</b>	<b>SUBMIT TO</b>	<b>TELEPHONE/FAX</b>	<b>COMMENTS</b>
<a href="#">VI DESIGN &amp; PLANNING CONSULTATIONS PRESENTATION SUPPORT HOWZE THEATER SUPPORT</a>	<a href="#"><u>DA FORM 3903</u></a>	WORK RECEPTION CENTER BLDG 229	Voice- (254) 287-3909 Fax- (254) 288-7675	<ul style="list-style-type: none"> <li>• Complex WOs may require consultation.</li> </ul>
<a href="#">VIDEO TELECONFERENCING (VTC)</a>	<a href="#"><u>DA FORM 3903</u></a>	CONFERENCE ROOM 2 BLDG 1001	Voice- (254) 288 3399 Fax- (254) 287-6894	<ul style="list-style-type: none"> <li>• Consultations normally required.</li> </ul>
<a href="#">VI SERVICE CENTER- TRAINING AIDS WAREHOUSE</a>	<a href="#"><u>DA FORM 1687 FHT FORM 25-X22 TSC DAMAGE LOSS MEMO 5050-503</u></a>	CUSTOMER SERVICE COUNTER BLDG 230	Voice- (254) 287-3619 Fax- (254) 287-3936	<ul style="list-style-type: none"> <li>• DA Form 1687 for signature authority</li> <li>• FHT Form 25-X22 for temporary loan</li> <li>• TSC memo for property account-ability</li> </ul>
<a href="#">TRAINING AIDS, DEVICES, SIMULATORS AND SIMULATIONS (<b>TADSS</b>) AND MULTIPLE INTEGRATED LASER ENGAGEMENT SYSTEM (<b>MILES</b>)</a>	<a href="#"><u>DA FORM 1687 FHT FORM LETTER 25-X1 TSC DAMAGE LOSS MEMO 5050-503</u></a>	TADSS MAIN WAREHOUSE BLDG 19036	Voice- (254) 287-2488	<ul style="list-style-type: none"> <li>• DA Form 1687 for signature authority</li> <li>• FHT Form 25-X22 for temporary loan</li> <li>• TSC memo for property account-ability</li> </ul>

For more information visit our **web site** at: <http://pao.hood.army.mil/tsc>

Or our **Public Folder** at: <outlook:\\Public Folders\\All Public Folders\\Fort Hood Public Folders\\III Corps Public Folders\\IIICorps G3\\Training Support Center>

# ***HOW TO ACQUIRE TSC PRODUCTS & SERVICES***

SERVICES	FILL OUT	SUBMIT TO	TELEPHONE/FAX	COMMENTS
<a href="#">OBSERVED FIRE TRAINER (OFT)</a>	<a href="#">DA FORM 3903</a>	OFT BLDG 19031	Voice- (254) 287-3374	<ul style="list-style-type: none"> <li>Plan ahead for best results</li> </ul>
<a href="#">IMPROVED MOVING TARGET SIMULATOR (IMTS)</a>	<a href="#">DA FORM 3903</a>	IMTS BLDG 19030	Voice- (254) 287-3640	<ul style="list-style-type: none"> <li>Plan ahead for best results</li> </ul>
<a href="#">PROPERTY BOOK AND TSC ACCOUNT MANAGEMENT</a>	<a href="#">DA FORM 1687</a> <a href="#">DA FORM 3161</a> <a href="#">DA FORM 2062</a>	PBO BLDG 229	Voice- (254) 287-2669 Fax- (254) 287-3936	<ul style="list-style-type: none"> <li>DA Form 1687 for signature authority</li> <li>DA Form 2062 Hand Receipt for long term loan</li> <li>DA Form 3161 Request for Issue/Turn-In for short term loan</li> </ul>
CLASSES	FILL OUT	SUBMIT TO	TELEPHONE/FAX	COMMENTS
<a href="#">TWGSS</a> <a href="#">PGS</a> <a href="#">TSV</a>	<a href="#">DA FORM 3903</a>	TADSS MAIN WAREHOUSE BLDG 19036	Voice- (254) 287-2488	<ul style="list-style-type: none"> <li>Call to arrange date/time.</li> </ul>
<a href="#">WEAPONER</a>	<a href="#">DA FORM 3903</a>	WORK RECEPTION CENTER BLDG 229	Voice- (254) 287-3909 Fax- (254) 288-7675	<ul style="list-style-type: none"> <li>Be sure your work orders are complete and with signature.</li> <li>Call Work Reception to verify receipt of facsimile.</li> <li>Check bulletin or call for dates/times</li> </ul>
<a href="#">GRAPHICS SELF HELP</a>	NO FORM REQUIRED CALL 	WORK RECEPTION CENTER BLDG 229	Voice- (254) 287-3909 Fax- (254) 288-7675	<ul style="list-style-type: none"> <li>Be sure your work orders are complete and with signature.</li> <li>Call Work Reception to verify receipt of facsimile.</li> <li>Check bulletin or call for dates/times</li> </ul>

For more information visit our **web site** at: <http://pao.hood.army.mil/tsc>

Or our **Public Folder** at: <outlook:\\Public Folders\\All Public Folders\\Fort Hood Public Folders\\III Corps Public Folders\\IIICorps G3\\Training Support Center>



## A purple satellite dish antenna with a feed horn at the center, mounted on a base with four legs.

- Please limit your message to no more than 5 lines of 40 characters each (including spaces).
- Each announcement is shown for 10-15 seconds.
- This services is available on Channel 10; 24 hours a day; 7 days a week (except when there is a program on the air).
- **Submit your request at least 2 weeks before you want the announcement to run**, on a DA Form 3903 to the Work Reception Center located on 42<sup>nd</sup> Street between Battalion and 761<sup>st</sup> Tank BN. Avenue, Building 229.

Cut on line and submit with DA Form 3903 to Work Reception


[illegible]

**40 Characters in each line (including spaces)-Please submit with request 2 weeks prior to the announcement date/time**



# VI & TRAINING SUPPORT CLASS SCHEDULE

## MARCH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
	TSC Self Help Class 0900	Weaponer Class 0830 1030 1230 1430		TSC Self Help Class 0800
10	11	12	13	14
	TSC Self Help Class 0900			
17	18	19	20	21
	TSC Self Help Class 0900	Weaponer Class 0830 1030 1230 1430		TSC Self Help Class 0800
24	25	26	27	28
	TSC Self Help Class 0900			
31	<p><b>For class information call: 287-2960 or 287-3909. Maximum of 8 per class.</b></p> 			



# Obtaining GTAs

<http://155.217.58.58/atdls.htm>

## GTA Library

Although this site says GTAs can be ordered on-line, this is incorrect. GTAs can only be downloaded and/or printed from digital files contained on this site. Attempting to order on-line will only delay requests, which **must be made** at the Fort Hood VI Service Center, Bldg. 230. Come by the Ft. Hood VI Service Center and see what GTAs are still available. GTAs out of print can only be obtained by downloading and printing from this site. Some non-paper GTAs (plastic devices, oversized charts, games, etc.) are loan items and may require that the requestor be on a signature card and require form FHT FORM 25-X22.

## **Document Formats**

The Library uses Hypertext Markup Language (HTML) as its primary document format for on-line viewing. HTML can be viewed by all WWW browser software. It requires no special configuration or installation of special viewers or "plug-in" so users are encouraged to keep their WWW browsers current.

## Download Viewers Software



## Obtaining DoD Training Videos and Interactive Multimedia Instruction

The Defense Automated Visual Information System/Defense Instructional Technology Information System (DAVIS/DITIS) site is located at <http://afishp6.afis.osd.mil/dodimagery/davis>.

**DO NOT** print out requests for videotapes and bring it to this TSC for service. Send the request directly to Joint Visual Information Services Distribution Activity (JVISDA) and receive Video Media by mail from them.



# TSC Deployment Checklist

**Charles Rosenblum**  
**Marketing Specialist**

Are you getting ready to deploy or anticipate an alert soon? Here's what you need to know about TSC.

## Property Accountability

Is there a 'rear party' not deploying?

If yes, be sure your TSC hand receipt and signature cards are updated. A 100% inventory is required on long-term loans.

If No, turn-in all TSC sensitive, temporary and long term loan equipment ASAP.

**POC: Mr. Bermea: 287-2669**

Have all TSC temporary loaned items been returned to either the MMILES or VI Loan warehouses?

- If No, be sure that gets done **before** deploy.

**Mr. Colquitt 287-1808**

**PLEASE REMEMBER! TSC LOANED EQUIPMENT CANNOT LEAVE THE INSTALLATION.**

## Requests for Services

When planning for large group presentations such as deployment briefings and farewell ceremonies, don't forget to plan for TSC **Presentation Support**.



- We can provide professional sound support indoors or outdoors.

**Call 287-4960**

- You can also borrow speakers and lecterns from our VI Loan and Storage warehouse, Bldg 230.

**Call 287-4593.**

Additional services you may need for deployment are:

- **VTC Conference Room Support**  
**Call 287-3399**
- **Channel 10 Announcements:**  
**Call 287-4960**

## DA Photos

Soldiers preparing for deployment and are scheduled for a DA promotion photo within the next 3 months should come to bldg 229 to sign up for a same-day appointment or call 287-4960 for a studio appointment.

## Training Aids and Devices

You may **need map, status or operations boards**. These expendable devices can go with you to the deployed area of operations.

Work requests are done on a DA Form 3903. You should come to **Bldg 229** Work reception counter to complete the request so we may get all your details just right. We're open from **0730-1600 M-F**.

**Is That All? Well, Not Quite!**

## Duffle Bag Stenciling

Self-Service, ¾" duffle stenciling machines are available at Bldg 230 behind the AAFES car wash at the corner of Battalion Ave. and 42<sup>nd</sup> St. Be sure to bring your manila envelopes. Service is **first-come first-served**.



## **WORK RECEPTION AREAS**

<b>Main</b>	<b>Bldg 229</b>	<b>287-4960</b>
<b>TADSS Warehouse Main</b>	<b>Bldg 19036</b>	<b>287-2488</b>
<b>Training Aids Whse.</b>	<b>Bldg 230</b>	<b>287-4593</b>
<b>MTS</b>	<b>Bldg 19030</b>	<b>287-3640</b>
<b>OFT</b>	<b>Bldg 19031</b>	<b>287-3374</b>
<b>Photo Appt.</b>	<b>Bldg 229</b>	<b>287-3909</b>
<b>Training Classes</b>	<b>Bldg 229</b>	<b>287-4960</b>

***Questions/Information 287-3909/4960***

## **NECESSARY FORMS**

**DA 1687 - Delegation of Authority**

**DA 2062 - Long Term Loan**

**DA 3161 - Short Term Loan**

**DA 3903 - Production/Services**

**FHT FORM 25-X32 - Public Announcement**

**FHT FORM 25-X22 - Training Aids Warehouse Loan Form**

**FHT FORM LETTER 25-X1 - TADSS Warehouse Loan Form**

**5050-503 - Sample TSC Damage Loss Memo**

**1850-502 - Establishing a TSC Account**



GRADE US

## The Training Support Center (TSC) wants to know... How Was the Service?

Name of employee visited: \_\_\_\_\_

Date of visit: \_\_\_\_\_

Was the assistance satisfactory? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name (optional): \_\_\_\_\_

Company/Unit/ Organization (optional): \_\_\_\_\_

Fill in the blanks that apply, print form (address on back), fold, staple and send through distribution or mail. You can also e-mail this information to "[tscwkctr@hood.army.mil](mailto:tscwkctr@hood.army.mil)".



**Department of the Army  
Headquarters  
III Corps & Fort Hood  
Attn: AFZF-PTM-TSC  
Fort Hood, Texas 76544-5056**

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